

OPTIONAL INFORMATION	
Name of School:	Date of Inspection:
Vocational Program/Course/Room:	Signature of Inspector:

HAZARD COMMUNICATION SELF INSPECTION CHECKLIST

Guidelines: This checklist covers some of the Hazard Communication regulations issued by the U.S. Department of Labor - Occupational Safety and Health Administration (OSHA) covered under 29 CFR 1910.1200 and the New Jersey Department of Labor and Workforce Development Public Employees Occupational Safety and Health Program covered under N.J.A.C.12:100-7. The purpose of these regulations is to ensure health and safety information about hazardous chemicals is transmitted to affected employees. These regulations are applicable to any work site where employees may be exposed to hazardous chemicals under normal conditions of use or in a foreseeable emergency. The following chemicals or items are not covered by this regulation: hazardous waste, tobacco, tobacco products, wood, wood products, manufactured articles, foods, alcoholic beverages, drugs, cosmetics, consumer products, nuisance particulates, ionizing radiation, nonionizing radiation and biological hazards. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions. This checklist does not address the hazard communication regulations as they relate to chemical manufacturers, importers, or distributors of hazardous chemicals. This checklist should be used in conjunction with the Right to Know checklist.

Hazard Communication Program

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| 1. Has a written hazard communication program been developed, implemented, and maintained at your work site?
[29 CFR 1910.1200(e)(1) and N.J.A.C.12:100-7.5(a)] | Y N N/A DK |
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Comments/Corrective Action

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Note: Laboratories and operations that handle sealed containers that are not opened under normal conditions of use such as retail sales do not have to have a written hazard communication plan. They must, however, still maintain the integrity of incoming labels, maintain and make available copies of materials safety data sheets, and provide information and training. Laboratories subject to the OSHA standard 29 CFR 1910.1450 "Occupational exposure to hazardous chemicals in laboratories" are exempt from the hazard communication requirements.

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| 2. | Is a list of <u>hazardous chemicals</u> known to be present at your work site included in the written hazard communication program? [29 CFR 1910.1200(e)(1)(i) and N.J.A.C.12:100-7.5(a)(1)] | Y N N/A DK |
| 3. | Are the methods used to inform individuals of the hazards of non-routine tasks included in the written hazard communication program? [29 CFR 1910.1200(e)(1)(ii) and N.J.A.C.12:100-7.5(a)(2)] | Y N N/A DK |

Note: Such tasks may include the repair of equipment or emergency response to accidents.

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| 4. | Are the methods used to provide access to material safety data sheets to outside contractors or vendors who may be exposed to <u>hazardous chemicals</u> at your work site included in the written hazard communication program? [29 CFR 1910.1200(e)(2)(i) and N.J.A.C.12:100-7.5(b)(1)] | Y N N/A DK |
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Comments/Corrective Action

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| 5. | Are the methods used to communicate precautionary measures to outside contractors or vendors who may be exposed to <u>hazardous chemicals</u> at your work site included in the written hazard communication program? [29 CFR 1910.1200(e)(2)(ii) and N.J.A.C.12:100-7.5(b)(2)] | Y N N/A DK |
| 6. | Are the methods used to communicate the labeling system to outside contractors or vendors who may be exposed to <u>hazardous chemicals</u> at your work site included in the written hazard communication program? [29 CFR 1910.1200(e)(2)(iii) and N.J.A.C.12:100-7.5(b)(3)] | Y N N/A DK |

Labels

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| 7. | Are all containers of <u>hazardous chemicals</u> in the workplace labeled, tagged, or marked with the following information? [29 CFR 1910.1200(f)(5) and N.J.A.C.12:100-7.6(e)] | Y N N/A DK |
| | <ul style="list-style-type: none">• the identity of the <u>hazardous chemical(s)</u>• the appropriate hazard warnings | |

Note: Labels must be affixed to all containers of hazardous chemicals when they are shipped by a manufacturer or supplier. If the container is received without a hazard warning label, you must make a good faith effort to obtain the missing information from the manufacturer or supplier. The following hazardous chemicals are exempt from this labeling requirement, although subject to other labeling requirements: pesticides, foods, food additives, color additives, drugs, cosmetics, medical devices, alcoholic beverages, consumer products, hazardous waste, tobacco products, and wood products.

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| 8. | Is removal or defacing of existing labels on incoming containers of <u>hazardous chemicals</u> prohibited? [29 CFR 1910.1200(f)(8) and N.J.A.C.12:100-7.6(h)] | Y N N/A DK |
| 9. | Are labels or other forms of warnings legible, in English, and prominently displayed? [29 CFR 1910.1200(f)(9) and N.J.A.C.12:100-7.6(i)] | Y N N/A DK |

Material Safety Data Sheets

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| 10. | Are material safety data sheets on hand for each <u>hazardous chemical</u> used and identified on the <u>hazardous chemicals</u> list? [29 CFR 1910.1200(g)(1) and N.J.A.C.12:100-7.7(a)] | Y N N/A DK |
| 11. | If a <u>hazardous chemical</u> has no material safety data sheet, are attempts made to obtain one from the chemical manufacturer or importer as soon as possible? [29 CFR 1910.1200(g)(6)(iii) and N.J.A.C.12:100-7.7(f)(2)] | Y N N/A DK |
| 12. | Are material safety data sheets maintained in the work site for <u>hazardous chemicals</u> used in the facility and made readily accessible to individuals? [29 CFR 1910.1200(g)(8) and N.J.A.C.12:100-7.7(h)] | Y N N/A DK |

Information and Training

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| 13. | Is effective information and training on <u>hazardous chemicals</u> in the work site provided on initial assignment and whenever new <u>physical hazards</u> or <u>health hazards</u> are introduced into the work area? [29 CFR 1910.1200(h)(1) and N.J.A.C.12:100-7.8(a)] | Y N N/A DK |
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| 14. | Is the training program provided at no cost to the employee and during working hours? [N.J.A.C.12:100-7.8(a)] | Y N N/A DK |
| 15. | Is the training appropriate in content and vocabulary to the educational level, literacy and language of the employees? [N.J.A.C.12:100-7.8(h)] | Y N N/A DK |
| 16. | Does the information provided include all of the following? [29 CFR 1910.1200(h)(2) and N.J.A.C.12:100-7.8(b)] | Y N N/A DK |
| | <ul style="list-style-type: none"> • the requirements of this standard • the operations in the work site where <u>hazardous chemicals</u> are present • the location and availability of the written hazard communication program, including the list of <u>hazardous chemicals</u> and material safety data sheets | |
| 17. | Does the information provided include the location and availability of hazardous substance fact sheets and the Right to Know Hazardous Substance List? [N.J.A.C.12:100-7.8(b)] | Y N N/A DK |
| 18. | Does the information and training provided include the applicable provisions of the New Jersey Worker and Community Right to Know Act? [N.J.A.C.12:100-7.8(b)] | Y N N/A DK |
| 19. | Does the training provided include all of the following? [29 CFR 1910.1200(h)(3) and N.J.A.C.12:100-7.8(c)] | Y N N/A DK |

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- methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc);
- the physical hazards and health hazards of the chemicals in the work area;
- the measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposures to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and
- the details of the hazard communication program developed by the employer, including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use the appropriate hazard information.

20. Does the training provided include information about the applicable provisions of the Worker and Community Right to Know Act as well as an explanation of the Right to Know Survey, labeling, hazardous substance fact sheets, the Right to Know Hazardous Substance List, and the Right to Know poster, and how employees can obtain these documents and use appropriate hazard information from these sources?
[N.J.A.C.12:100-7.8(c)(5)]
- Y N N/A DK

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| 21. | Is a copy of the Right to Know brochure provided to each employee at initial and refresher training? [N.J.A.C.12:100-7.8(c)(6)] | Y N N/A DK |
| 22. | Is the training provided by a <u>technically qualified person</u> ? [N.J.A.C.12:100-7.8(d)] | Y N N/A DK |
| 23. | Is refresher training provided every two years? [N.J.A.C.12:100-7.8(a)] | Y N N/A DK |

Training Records

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| 24. | Are training records maintained that include all of the following? [N.J.A.C.12:100-7.8(e)] | Y N N/A DK |
| | <ul style="list-style-type: none">• The dates of the training sessions;• The contents or a summary of the training sessions;• The names and qualifications of the persons conducting the training; and• The names and job titles of all persons attending the training sessions. | |
| 25. | Are training records maintained for the duration of the employee's employment? [N.J.A.C.12:100-7.8(f)] | Y N N/A DK |
| 26. | Are training records made available on request for examination and copying to employees, employee representatives, the Commissioner of Labor and Workforce Development and to the Commissioner of Health and Senior Services? [N.J.A.C.12:100-7.8(g)] | Y N N/A DK |
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Definitions:

Article means a manufactured item other than a fluid or particle: (i) which is formed to a specific shape or design during manufacture; (ii) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (iii) which under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of a hazardous chemical, and does not pose a physical hazard or health risk to employees.

Hazardous chemical means any chemical which is a physical hazard or a health hazard.

Health hazard means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term “health hazard” includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosive, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucus membranes.

Physical hazard means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, and oxidizer, pyrophoric, unstable (reactive) or water-reactive.

Technically qualified person means 1) For training purposes, a person who is a registered nurse, a certified safety professional, or a certified industrial hygienist or has a bachelor’s degree or higher in industrial hygiene, environmental science, health education, chemistry, or a related field, and understands the health risks associated with exposure to hazardous substances; 2. For training purposes, a person who has completed at least 30 hours of hazardous materials training offered by the New Jersey State Safety Council, the New Jersey Department of Health and Senior Services, an accredited public or private educational institution, labor union, trade association, private organization or government agency, and understands the health risks associated with exposure to hazardous substances, and has at least one year of experience handling hazardous substances or working with hazardous substances. The 30-hour requirement may be met by the combination of one or more hazardous materials training courses; or 3) For purposes of teaching the recruit firefighting training course established by the New Jersey Department of Community Affairs, a person who has fulfilled the requirements of Firefighter Instructor Level I as certified by the Department of Community Affairs.